Department of the Treasury
Alcohol and Tobacco Tax and Trade Bureau

Important Considerations for COLAs Online

COLAs Online, a TTB innovation enabling the filing of label applications via the Internet, is coming soon! If planning to use COLAs Online when implemented, please consider the following items listed below. In addition, if you have further questions, please contact the Advertising, Labeling and Formulation Division at 1-866-927-2533 or go to the Alcohol and Tobacco Tax and Trade Bureau website at http://www.ttb.gov/.

Items of Consideration	Important Details	Helpful Hints
Registration for COLAs Online	Must complete COLAs Online Access Request Form TTB F 5013.2	Form Available at http://www.ttb.gov/forms/f50132.htm
	If filer does not have company signature authority, must complete Power of Attorney Form ATF F 5000.8	Form Available at http://www.ttb.gov/forms/f50132.htm
	All permit/notice information on file with the TTB National Revenue Center must be accurate and up-to-date	Contact the National Revenue Center at 1-800-937-8864
Label Images Attached During e-Filing Process	The maximum file size for label image attachments is 450 KB	Contact your label printer to make necessary adjustments
	The acceptable label attachment file types are JPEGs and TIFFs	Contact your label printer to make necessary adjustments
	It is recommended that each label (front, back, neck, etc.) be a separate image attachment file	Contact your label printer to make necessary adjustments
	A maximum of 10 label image attachments are allowed per application	
Other Documents Attached During e-Filing Process (i.e., formulas, lab analyses, etc.)	The maximum file size for other attachments is 450 KB	
	The acceptable attachment file types are DOCs, PDFs, TEXTs, JPEGs and TIFFs	
	A maximum of 10 attachments are allowed per application	
Web Browser Requirements	COLAs Online is best viewed at 800x600 screen resolution or higher using Internet Explorer 5.0 or higher	Check your browser specifications